



DWR SEMS SECTION RESPONSIBILITIES

FOC FINANCE/ADMINISTRATION

The Finance/Administration function in the Flood Operations Center (FOC) manages all financial, administrative, and cost analysis aspects of the emergency. Due to the responsibilities for this Section, work on various items could continue even after the incident has been demobilized. The responsibilities listed are the primary duties for this Section. Due to the flexibility of the Standardized Emergency Management System (SEMS) structure, there may be other duties for this Section as assigned and/or as needed.

- Ensures that the Finance/Administration Section is set up properly and that appropriate personnel, equipment, and supplies are in place, including maps and status boards.
- Activates and staffs appropriate branches within the Section as additional needs are determined.
- Ensures that all financial records are maintained throughout the event.
- Maintains personnel time records, ensuring that all on-duty time is recorded, tracked, and documented for each person working the incident. Collects, organizes, and maintains documentation of all emergency timesheet information for staff working the incident.
- In coordination with the Logistics Section, establishes contracts and agreements with vendors and/or partners for supplies and/or services.
- Knowledge of State's current purchasing and contract policies and procedures including CalCard, State and Federal contracts, policies for emergency purchases and/or contracts, current emergency-related contracts the Department and/or State has in place, etc.
- Provides Command staff with cost implications of event objectives and/or a summary of projected daily cost estimates as requested and/or needed.
- Develops and maintains communications with appropriate staff at headquarters to apprise them of any potential upcoming financial-related needs for the incident, such as travel advances, requests for Q/emergency numbers, access to emergency funding needed, etc.
- Works with the Budgets Office to notify the Department of Finance (DOF) of any additional needs for funding (including emergency funding), as appropriate. Coordinates any subsequent reporting requirements with the Budgets Office and DOF, as appropriate.
- Coordinates with other parts of the Department to ensure that items (ie travel advances, worker's compensation claims, etc) are processed within a reasonable amount of time.
- Closely coordinates with the Logistics Chief (and any other SEMS sections as necessary and/or needed) to review financial and administrative support requirements and procedures.
- Coordinates with Logistics Section for any purchasing authority needed for procurement (ie do CalCard limits and/or purchasing authority amounts need to be raised through proper channels for the incident)
- Provides Administrative support to all Sections, as needed.
- Ensures that all recovery documentation is accurately maintained during the response and submitted appropriately.
- Analyzes and prioritizes payments to vendors based on small and minority-owned business rules.
- Requests credit card limits to be raised to pay vendors for goods and services.

- Coordinates with the Department's FEMA Coordinator, as needed and/or as appropriate. Completes and maintains appropriate supporting documentation as requested by the Department's FEMA Coordinator and/or the Governor's California Emergency Management Agency (CalEMA).
- Prepares and maintains a cumulative cost report for the entire incident.
- Prepares and maintains documentation of Department expenditures and use of resources during the incident.
- Oversees the investigation of injuries and property/equipment damage claims that arise during the incident. Completes all forms required by worker's compensation programs, and maintains a file of injuries and illnesses and appropriate documentation associated with the incident (including results of any investigations).